



Copy NYR tables to CYR

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Log on to the next year payroll frequency.

Human Resources > Next Year > Copy NYR Tables to CYR

Copy all of the necessary tables. If you copied any tables prior to this step, be sure to exclude those tables at this time to avoid overwriting any necessary data such as previously made manual changes.

The screenshot shows a web application interface titled 'Copy Next Year Tables'. At the top, it says 'Next Year' and 'SessionTimer: 239 min and 28 sec'. Below the title bar, there is a table with the following rows:


Title	Checkbox	Button
Accrual Calendar	<input checked="" type="checkbox"/>	...
Extra Duty Pay	<input checked="" type="checkbox"/>	...
Hourly / Daily Salary	<input checked="" type="checkbox"/>	...
Job Code	<input checked="" type="checkbox"/>	...
Local Annual Salary	<input checked="" type="checkbox"/>	...
Midpoint Salary	<input checked="" type="checkbox"/>	...
School Calendar	<input checked="" type="checkbox"/>	...
State Minimum Salary	<input checked="" type="checkbox"/>	...
Substitute Salary	<input checked="" type="checkbox"/>	...
Workers' Compensation Rates	<input checked="" type="checkbox"/>	...

To the right of the table, there are two buttons: 'Execute' and 'Select All Tables'. A red arrow points to the 'Execute' button, and a red circle highlights the 'Select All Tables' button.

- Click **Select All Tables** to select all of the tables.

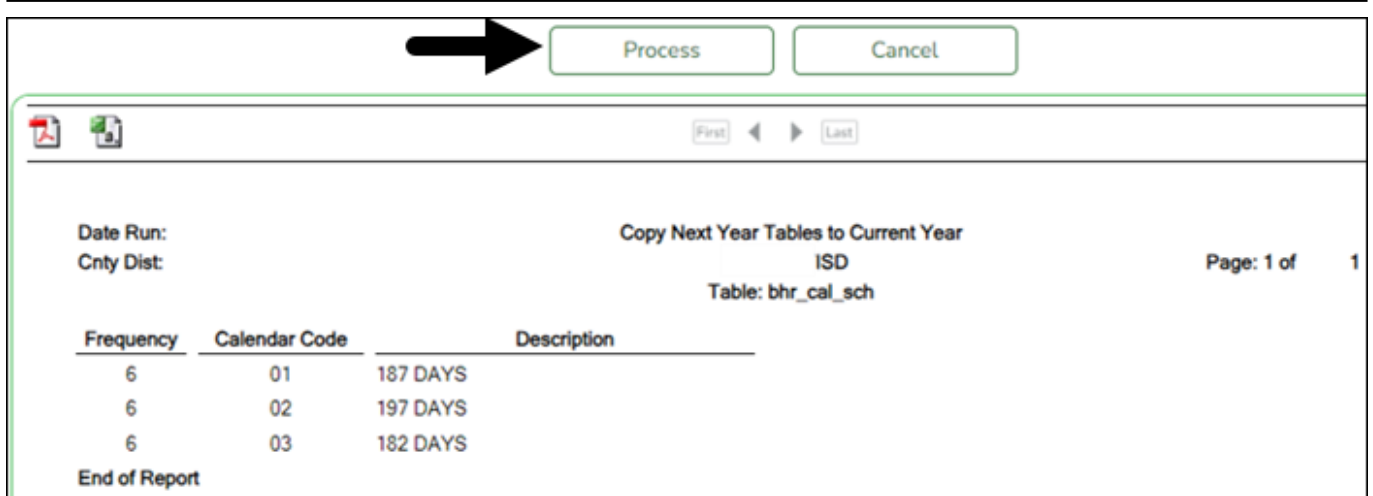
OR

- Select next to the table(s) you want to include.
- Select again to unselect a table.

Click  for the **School Calendar**. The School Calendars list is displayed. Select all of the necessary calendars.

Click **OK**. All of the selected calendar codes are displayed in the **School Calendar** field.

Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports.](#)

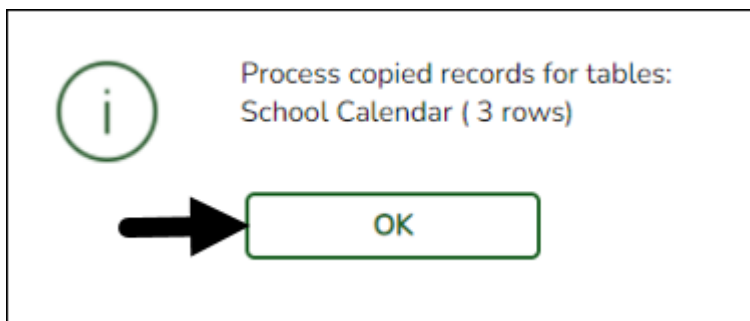


Date Run: Copy Next Year Tables to Current Year
 Cnty Dist: ISD Page: 1 of 1
 Table: bhr_cal_sch

Frequency	Calendar Code	Description
6	01	187 DAYS
6	02	197 DAYS
6	03	182 DAYS

End of Report

A message is displayed with the table names and the number of rows that were copied. Click **OK**.



Review the process report to verify that all applicable calendars, extra duty pay, and job codes were copied to the current year payroll frequency. **It is recommended** that you log on to **Personnel > Tables > Workday Calendars** to verify this information. If the calendars were not copied over correctly, you may have to individually copy the calendars.

Note: When copying the school calendar table from next year to the current year, the calendar code, description, and days are copied. If a calendar code exists in the next year and current year, the next year data replaces the entire calendar contents for the current year for the specified calendar code.